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How to Calculate your Carbon Footprint

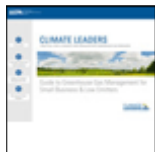
Developing a Company-Wide GHG Inventory for a Small Business

What is your carbon footprint?

For most small businesses the majority of their GHG emissions will come from their purchased electricity and vehicles. For others, especially small manufacturers, additional emissions will result from use of refrigerants, waste gases, or onsite combustion. A business's carbon footprint has three components for purposes of developing a company-wide GHG inventory:

1. Direct emissions (known as Scope 1): from onsite combustion and mobile sources
2. Indirect emissions (Scope 2): from purchased electricity and steam
3. Optional emissions (Scope 3): product transport, employee business travel and employee commuting.

Climate Leaders offers three tools to help you develop your corporate wide inventory and establish a plan to ensure GHG data consistency as you track progress towards reaching an emissions reduction goal.



Step 1: Select an operational or financial approach and define your organizational boundaries.

The [Small Business and Low Emitter Guide to Greenhouse Gas Management \(PDF\)](#) (22 pp, 1.7M, [About PDF](#)) explains how to approach measuring your GHG emissions, instructions for using the GHG Calculator and how to complete the Inventory Management Plan.

[Glossary of Terms \(PDF\)](#) (6 pp, 76K, [About PDF](#)): further explanation of terms you will need to know when developing your company's GHG inventory.



Step 2: Calculate your GHG emissions using the [Simplified GHG Emissions Calculator \(MS Excel\)](#) (802K) (This version updated April 2010 and should be used to calculate GHG inventories for calendar years 2009 and later.) Climate Leaders offers [specific guidance](#) for measuring emissions from onsite combustion, purchased electricity, refrigeration and air conditioning.

[Tips for Developing a GHG Inventory \(PDF\)](#) (2 pp, 77K, [About PDF](#))

Step 3: Document how you developed your GHG inventory to ensure consistency as you

Tutorial

Tutorial for Small Businesses:
How to develop a GHG inventory and use the Climate Leaders Simplified GHG Emissions Calculator



collect data each year to track progress toward reaching an emissions reduction goal using the [Simplified Inventory Management Plan \(IMP\)](http://www.epa.gov/climateleaders/smallbiz/footprint.html) (MS Word) (14 pp, 305K)
Last updated on Wednesday, December 22, 2010

Need help developing your GHG Inventory? Ask a question.
Attend free training webinars on developing an inventory and reducing GHG emissions.

What Do I Do Next?

Join the Climate Leaders [Small Business Network](http://www.epa.gov/climateleaders/smallbiz/footprint.html) to set a goal, share best practices and receive recognition.

[Access additional programs to help you reduce your emissions.](#)